

## U.S. Small Business Administration

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## Calendar of Events

- March 3-7** Lender training, Cody, Powell
- March 4 -** Women's Roundtable Newcastle
- March 5 -** Women's Roundtable Casper
- March 5 -** Bus Planning Workshop, Casper
- March 10-14** Lender training, Rock Springs, Evanston, Kemmerer
- March 6 -** Women's Roundtable Laramie/Jackson
- March 18 -** Women's Roundtable Cody
- March 20 -** Women's Roundtable Powell
- March 24-28** Lender training Jackson, Afton
- March 27 -** Women's Roundtable Worland
- March 28-29** Johnson Co. Expo

## Dave Reetz Receives Special Small Business Champion Award from SBA

The Wyoming District Office of the U.S. Small Business Administration (SBA) has named David R. Reetz, Vice President and Economic Development Officer for First National Bank & Trust, Powell, Special Small Business Champion for the State of Wyoming for 2008. The award was presented to Mr. Reetz at the 98<sup>th</sup> Annual Powell Valley Chamber of Commerce Banquet on Thursday, February 7<sup>th</sup> at The Commons in downtown Powell, Wyoming. Stephen Parker, SBA's Lead Business Development Specialist, presented Dave with this prestigious award.

Dave has been instrumental and the key force behind many business and economic development successes in Powell and the surrounding area for a number of years. He is recognized throughout the state as a leader in



Economic Development because of his hard work and dedication to helping Wyoming's economy grow. Dave was recognized, not for a specific act or project, but for his continued hard work year-after-year in support of small business.

Dave's involvement goes well beyond the professional world. He is on numerous boards including Wyoming Delta Dental, The Moyer Foundation, The Heart Mountain Wyoming Foundation, Powell Inc., Friends of Park County History, The Powell Valley Economic Alliance, and Quake Hockey in Cody. Dave is also a worship leader, music director and Sunday school teacher for his church. He is also a dedicated family man and is proudest when talking about his wife, three daughters, their husbands, and eight grandchildren.

The SBA is very pleased to honor Dave Reetz with this special award for all that he has done, and continues to do, for small business in Wyoming.

## Focus on Business Planning Workshop

Just starting-up a business, or thinking about starting a business? Does the idea of writing a business plan strike fear in your heart? Join us to learn the basics of writing a business plan on Wednesday, March 5<sup>th</sup> from 6:00 pm to 8:30 pm in the Natrona County Public Library, Crawford Room.

The class will introduce you to business plans, what they are and why you want to write one. We will go over the elements of a business plan, explain what information needs to go into each section of the plan and show you how to find it. We will also discuss how to use market research to predict your gross sales and you will receive a set of spreadsheets to help create your financials.

Members of the class will have the opportunity to sign-up for a free individual consultation with a Small Business Development Center staff member.

### 2008: An Excellent Time to Explore International Sales

With the U.S. dollar reaching new lows again the *Euro* and other major currencies in 2007, American products and services have become increasingly competitive both in Europe and in other markets where American firms compete against European companies. This was evidenced last year as U.S. exports increased at an annualized rate of 11.1%

through November, while imports increased only 5.2%. This trend is expected to continue in 2008 as the economies of developing countries continue to expand and create growing demand for U.S. merchandise.

A good place to start in exploring international business opportunities is at the U.S. Department of Commerce's Export Assistance Center office in Denver which serves businesses in Colorado and Wyoming. A wealth of market research, training, and technical advice is available through this office — see [www.buyusa.gov/colorado](http://www.buyusa.gov/colorado) for a description of their programs and services, or call 303.844.6623. Please visit [www.export.gov](http://www.export.gov) for more detailed information on exporting.

The U.S. Small Business Administration's primary role in assisting small business exporters is to ensure that they can obtain the necessary financing. The SBA supports exporters primarily through three loan programs: The **Export Working Capital Program**, with a 90% guaranty to the lender, can be set up to finance a single transaction—one that might be larger than the firm's normal order—or set up on a 12-month, revolving line-of-credit basis to finance multiple transactions. For loans of 12 months or less, the guaranty fee is only ¼ of 1%; lines can be renewed annually for three years. The collateral required is what is in the transaction: inventory, accounts receivable, work-in-process, and an assignment of proceeds

for letters of credit or credit insurance policies. Loans can go as high as \$2 million; applicants must be able to show at least one year of business operating history to qualify.

For companies that would like to expand their business because of growing export sales, the SBA's regular 7(a) term loan program can help, by providing a 75% guaranty to a lender on a commercial loan of up to \$2.0 million. Terms can go out as long as 25 years, while loan proceeds can be used for both fixed assets and working capital. If a company's financing needs are \$250,000 or less, the SBA Export Express Program might meet those needs. Under this lender-expedited program, SBA provides guarantees of 85% on loan amounts up to \$150,000 and guarantees of 75% on loan amounts up to \$250,000. Proceeds can be used for equipment, other fixed assets, transaction costs, foreign trade show participation, translation services or other working capital needs. However, the applicant must have been in business for at least one year and must demonstrate that the loan will help the firm enter a new export market or expand in an existing export market.

If you think any of these programs might work for you, or if you have any questions about exporting in general, please give Dennis Chrisbaum, SBA's representative at the U.S. Export Assistance Center in Denver, a call. Don't let financing stand in the way of your international business success in 2008. Dennis can be reached at 303.844.6623 x 18,

or by email at:  
[dennis.chrisbaum@sba.gov](mailto:dennis.chrisbaum@sba.gov).

## **FREE 2008 IRS Tax Calendar**

The 2008 IRS Tax Calendar for Small Businesses and the Self-Employed (Pub 1518 and Pub 1518SP, Catalog 12350Z) is a ready resource to help small business owners meet their tax obligations. The 36 page, 12-month wall calendar, available in English ([www.irs.gov/pub/irs-pdf/p1518.pdf](http://www.irs.gov/pub/irs-pdf/p1518.pdf)) and Spanish ([www.irs.gov/pub/irs-pdf/p1518sp.pdf](http://www.irs.gov/pub/irs-pdf/p1518sp.pdf)), is full of useful information on general business taxes, electronic filing and paying options, retirement plans, business publications and forms, common tax filing dates, and much more.

Each page highlights different tax issues and tips that may be relevant to small business owners, with room on each month to add notes, state tax dates, or business appointments. As an added feature for 2008, you can now import the tax calendar into Microsoft Outlook and iCal.

For an online version of the tax calendar, visit [www.IRS.gov](http://www.IRS.gov), key-word: tax calendar or go to [www.irs.gov/businesses/small/article/0,,id=176080,00.html](http://www.irs.gov/businesses/small/article/0,,id=176080,00.html). Copies of the tax calendar can also be ordered online at [www.irs.gov/businesses/small/article/0,,id=101169,00.html](http://www.irs.gov/businesses/small/article/0,,id=101169,00.html) or by calling the National Distribution Center at (800) 829-3676.

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## **Wyoming Small Business Week 2008 Winners Announced**

The small business awards are a highlight of SBA's National Small Business Week celebration, April 21<sup>st</sup> through April 25<sup>th</sup>. National Small Business Week honors the contributions of the nation's small business owners. The winners are selected on their staying power, growth in number of employees, increase in sales, financial condition, innovation, response to adversity, community service and assistance to small business. Involvement with SBA is not necessary, although many of the winners have received some type of assistance from the SBA or those partnering with it.

Wyoming's small business supporters host special events to honor and present awards to entrepreneurs and small business champions. Wyoming's winners for 2008 are:

- ♦ **Small Business Person of the Year**, Lisa and Jeff Rose, Madeline's Scents, Cheyenne;
- ♦ **SBA Young Entrepreneur of the Year**, J.R. Hunter, Godfather's Pizza, Casper;

♦ **Family-Owned Business of the Year**, Shively Hardware, Saratoga;

♦ **Financial Services Champion of the year**, Angie Hallsted, Casper;

♦ **Small Business Journalist of the Year**, Jackie Dorothy, Riverton;

♦ **Veteran Small Business Champion of the Year**, Ken Johnson, Casper;

♦ **Women in Business Champion of the Year**, Diana L. Wallace, Casper;

♦ **Small Business Champion of the Year**, David Reetz, Powell.

Please congratulate these outstanding entrepreneurs and small businesses, as they are key to small business and the backbone of our nation.

[www.sba.gov/wy](http://www.sba.gov/wy)

Have you been to the Wyoming SBA website lately? If not, below are some of the available resources.

**Frequent Questions about SBA!**  
**1502 Frequently Asked Questions!!**  
**Grant Information**

**LENDER ALERT!!**

**8a Business Development Program**

**Great Business Hot Links!**

**Signup for News on Loan Programs**

**SBA/SCORE Resource Guide!!**

**Procurement Opportunities!**

**Cash Flow Spreadsheet!**

**Business Startup or Financing Question?**

**Need Counseling? Ask a Business Question**

**DAYLIGHT  
SAVINGS TIME  
BEGINS  
MARCH 9TH**